

Welcome to CitiBuy - Baltimore City's New Purchasing System

CitiBuy Vendor Registration Guide

This guide will provide you with a quick overview of the new vendor registration process for Baltimore City's New Purchasing System.

To access CitiBuy, please visit:
www.baltimorecitibuy.org

Welcome To

Baltimore City's Purchasing System



Bureau of Purchases eProcurement Serving City Agencies and the Vendor Community

[Register](#)

Register here to begin using Baltimore City's Purchasing System. Vendors, please read this [disclaimer](#) prior to registering.

[Open Bids](#)

View open bid opportunities.

Login ID:

Password:

Login

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Please register as soon as possible starting May 1, 2007

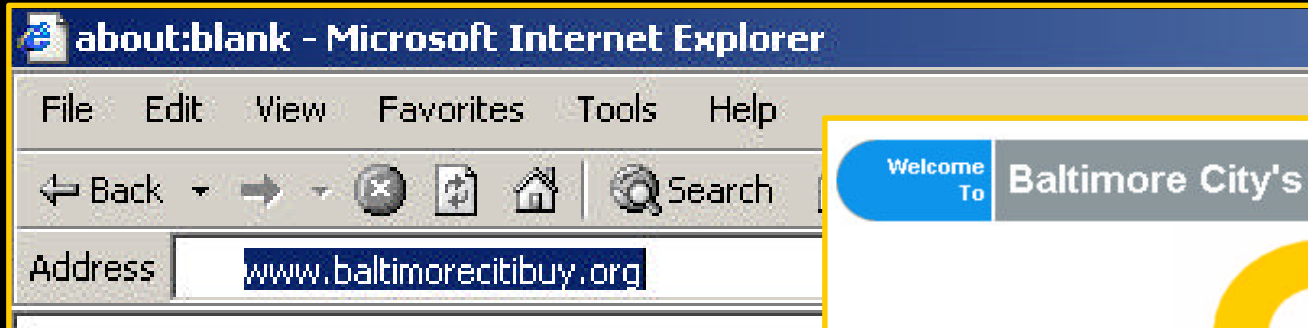
Before You Begin

Summary: The City of Baltimore is currently updating our procurement processes to a fully functional, web-based, electronic procurement system known as CitiBuy. With CitiBuy, Baltimore City vendors are able to register their vendor profiles online, where they will also be able to provide their contact information and indicate the bids for which they wish to be notified. All of CitiBuy's vendor functionality is free to all registered vendors.

To register with CitiBuy, you will need the following:

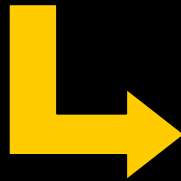
- A Computer
- Internet Browser Software
- Internet Access
- Your Vendor Information

How To Begin



To Begin:

1. Open Your Internet Browser Software
2. Enter the following Internet address into your web browser:
www.baltimorecitibuy.org
3. Click on "Register" to begin your vendor registration.



Enter Tax ID and Company Name

To Continue:

1. Enter your Tax ID and Company Name on the pop-up form.
2. Click on "Submit" to proceed with your vendor registration.

The screenshot shows a web browser window titled "Tax ID - Microsoft Internet Explorer". The page header includes "Welcome To" and "Baltimore City's Purchasing System". The form contains two input fields: "Tax ID:" with the value "111111111" and "Company Name:" with the value "ABC Supplies, Inc.". Below these fields is a blue "Submit" button, which is highlighted with a red rectangular border. A yellow callout box with a black background and yellow border points to the "Submit" button, containing the text "Click 'Submit' To Proceed With Vendor Registration". The footer of the page reads "© 2007 Periscope Holdings, Inc. All Rights Reserved".

Welcome To Baltimore City's Purchasing System

Tax ID: 111111111

Company Name: ABC Supplies, Inc.

Submit

Click "Submit" To Proceed With Vendor Registration

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Provide Your Company Information

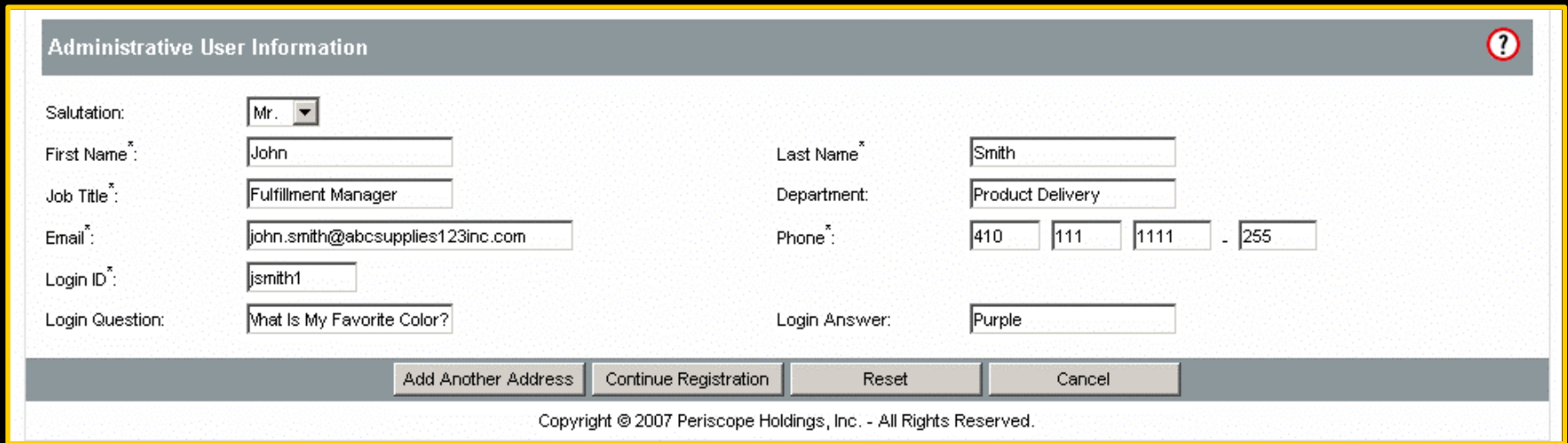
Register

Company Information ?

Company Name*	ABC Supplies, Inc.					
Business Description:	Government supplier of office supplies					
Mailing Address Line 1*	123 Main Street					
Address Line 2:	Suite 500					
Address Line 3:						
Address Line 4:						
Country*	US - United States of America ▼					
City*	Baltimore	State/Province*	MD ▼			
ZIP*	21202	County:	Baltimore City			
Company Phone*	410	111	1111			
Company Email*	contact@abcsupplies123inc.com		Company FAX:	410	111	1111
			Tax ID #*	111111111		
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? <input checked="" type="radio"/> EIN <input type="radio"/> SSN						
State of Incorporation:	MD ▼	Year of Incorporation:		2001		
Preferred Delivery Method:	Email ▼					
Would you like to be registered as an emergency supplier in the case of an emergency? <input checked="" type="radio"/> Yes <input type="radio"/> No						
<i>Note: Emergency suppliers must be available 24 hours a day, 7 days a week.</i>						
Emergency Phone*	410	111	1111	Ext.:	255	
Emergency Contact*	John Smith			Emergency Email*	john.smith@abcsupplies123inc.com	
Emergency Info Comment:	Call our main number 24 hours per day to place your order					

Provide your Company Information and scroll down to fill out the next section, Administrative User Information.

Provide Administrative User Information



The screenshot shows a web form titled "Administrative User Information" with a help icon (question mark in a red circle) in the top right corner. The form contains the following fields:

- Salutation: A dropdown menu with "Mr." selected.
- First Name*: A text box containing "John".
- Last Name*: A text box containing "Smith".
- Job Title*: A text box containing "Fulfillment Manager".
- Department: A text box containing "Product Delivery".
- Email*: A text box containing "john.smith@abcsupplies123inc.com".
- Phone*: A series of four text boxes containing "410", "111", "1111", and "255" separated by a hyphen.
- Login ID*: A text box containing "jsmith1".
- Login Question: A text box containing "What Is My Favorite Color?".
- Login Answer: A text box containing "Purple".

At the bottom of the form are four buttons: "Add Another Address", "Continue Registration", "Reset", and "Cancel". Below the buttons is a copyright notice: "Copyright © 2007 Periscope Holdings, Inc. - All Rights Reserved."

**Provide your Administrative User Information and click on
“Continue Registration” button**




Note: Administrative User Information will identify a specific person within your organization that will have administrative access to Baltimore City’s Procurement System. This person will be able to add additional users for your company.





Note: Some companies may have more than one address, such as a separate remit, purchase order, emergency or bid mailing address. If this is the case with your company, click on “Add Another Address” button to provide information specific to your additional location(s). You can have a separate address registered within the system for each special location address listed above.

Add Another Address

Address Book - ABC Supplies, Inc.

Enter a New Address 

Address Type:  

Name this Address*:


Contact Name*:


Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:


Country*: 

City*: State/Province*: 

ZIP*: County:

Phone*: Ext:

FAX: Email*:

Status: 

☒ Default address for this address type

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Note: Available location options are
! Bid Mailing Address, Emergency
! Mailing Address, Purchase Order
Mailing Address and Remit Address.

Input information for your additional location
and click on the “Save & Continue Registration” button.
If you have more locations to add, click on the “Save & Add Another” button.

Add Terms and Categories

Terms, Categories, and Certifications - ABC Supplies, Inc.

Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

Categories & Certifications

Category: Business Type

Please select at least one category value

Select	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Distributor
<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Other

Provide information under “Terms” section, select your Business Type under “Categories & Certifications” Section , and provide information for additional categories (illustrated on the next slide)



Note: CitiBuy does not impact or keep track of vendor certification data.


IF you need to register as a Minority or Women’s Business Enterprise go to:
www.baltimorecity.gov/government/law/mwboo.html

IF you need to pre-qualify as a Department of Public Works contractor go to:
www.baltimorecity.gov/government/dpw/bac/

Complete All Categories

Category: Operating Office in Baltimore City Market Area	
<i>Please select at least one category value</i>	
Select	
<input checked="" type="checkbox"/>	Baltimore City
<input type="checkbox"/>	Baltimore County
<input type="checkbox"/>	Anne Arundel County
<input type="checkbox"/>	Howard County
<input type="checkbox"/>	Montgomery County
<input type="checkbox"/>	Prince George's County
<input type="checkbox"/>	None of the Above

Category: Ownership Type	
<i>Please select exactly one category value</i>	
Select	
<input checked="" type="checkbox"/>	Corporation
<input type="checkbox"/>	Individually Owned
<input type="checkbox"/>	Partnership

 Click **Save & Add Certification** to save, refresh current page and obtain links to add/update certification information for selected category type(s)

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**Make your selection under the “Operating Office in Baltimore City Market Area” and “Ownership Type” categories.
Click on the “Save & Continue Registration” button.**

Add Commodity & Service Codes

Commodity and Service Codes - ABC Supplies, Inc.

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Search

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

Commodity and Service Codes - ABC Supplies, Inc.

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Use the NIGP Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

This screen allows you to search for NIGP codes matching your type of product or service and associate it with your profile for future bid notifications. These are the same codes that you used on BidNet.

To begin, conduct a search through any one of the search options. You can search by NIGP Class (with subsequent NIGP Class Item) or NIGP Keyword.

! Note: If you are not familiar with NIGP Codes, click on "Show Categories" to browse all available code items.

Add Commodity & Service Codes

Search

NIGP Class

615 - OFFICE SUPPLIES, GENERAL


NIGP Class Item

NIGP Keyword

Search using


ALL of the criteria

Search

 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

Show Categories

 Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
	<u>19</u>	Office Supplies, Related Items, and Services
	615	OFFICE SUPPLIES, GENERAL
<input type="checkbox"/>	615-03	Adding Machine and Calculator Paper (Rolls)
<input checked="" type="checkbox"/>	615-04	Adding Machine and Calculator Paper (Rolls), Thermal Type "Treated Paper" and Carbonless Type
<input checked="" type="checkbox"/>	615-05	Adhesives and Applicators: Glue, Mucilage, Paste, etc.
<input type="checkbox"/>	615-07	Ashtrays, Desk Type

Save and Add More

Save and Continue Registration

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Select desired NIGP codes. To add more NIGP codes to your profile, click on “Save and Add More”.

To continue, click on “Save & Continue Registration”.

Registration Complete



You will see the above registration confirmation screen when you provide all information required by the system. You will also receive an email notification from the system that will contain your user name and password. The City will begin using CitiBuy on July 2, 2007. Any solicitations that were started on BidNet will be completed using BidNet.



Note: If you require assistance with vendor registration please email CitiBuy@BaltimoreCity.gov and include a contact phone number in case we need to speak with you.